



ILLINOIS STATE TREASURER
ALEXI GIANNOULIAS

JOB OPPORTUNITY ANNOUNCEMENT

FOR MORE INFORMATION CALL HUMAN RESOURCES AT (312) 814-1700

Job Title: Receptionist
Salary Range: \$27,900-\$33,800
Location: Chicago, Illinois

Overview: The Office of the Illinois State Treasurer is seeking a receptionist in the Chicago office location. This position serves as the initial point of contact between the Treasurer's office and the general public.

Responsibilities: The receptionist operates the telephone switchboard to answer, screen and forward calls, providing information, taking messages and scheduling appointments. Perform administrative support tasks such as proofreading, transcribing handwritten information in support of program areas. Greet persons entering the Treasurer's Office. Determines the nature and purpose of visit. Direct or escort visitors to appropriate destination. Hear and address customer and public requests for information. Analyze data and generate reports as needed. Assist with various office tasks. Picks up, sorts, and distributes mail. Receives and distributes parcels, supplies and special deliveries. Monitors office supplies and performs other related duties as required.

Requirements/Qualifications: The ideal candidate will have a high school diploma or G.E.D. certificate. At least two years of switchboard/multi-lined phone experience. Excellent communications and customer service skills. Good computer skills with strong knowledge of Microsoft Office software applications. Ability to multi-task. Strong interpersonal skills and ability to handle complex customer situations.

Preferred Basic Qualifications: Associate degree in business administration or related field and multi-lingual skills highly desired but not required.

Desirable Personal Attributes: Strong human relations skills and customer service orientation.

Application Process: Send application materials including letter of interest and resume to Director of Human Resources, Office of the Illinois State Treasurer, 100 West Randolph, Suite 15-600, Chicago, IL 60601 or email HR@Treasurer.state.il.us. Current employees may submit information via office email to Robert Crouch, Director of Human Resources.

Deadline Date: Applications will be accepted until close of business September 28, 2007.

Applicants must be lawfully authorized to work in the United States.

Equal Employment Opportunity Employer